



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
RECOVERY SCHOOL DISTRICT
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Date: March 16, 2010

ADDENDUM NO. 02

Your reference is invited to Request for Proposal for LDOE, Recovery School District **Benchmark Testing**, File No. **RFP 682001-120002121**.

Attached are answers to inquiries and clarification.

This addendum is hereby officially made a part of the referenced proposal and should be acknowledged therein.

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Addendum 02: Question and Answers
RFP 682001-1200021201
Benchmark Testing
March 16, 2010

Questions and Answers

1. Paragraph 2 .1, page 4. Please clarify the total possible contract term. Is it the original year plus two additional years or the original year plus three additional years?

-The contract is a one year contract renewable each additional year for a total of 3 years.

2. Paragraph 2 .5 (page 6) lists the proposal due date as 10:00 A.M. on March 25, 2010. However, paragraph 4 .1 (page 10) lists the due date as 4:00 P.M. Please clarify the due time for proposal submission.

-Refer to addendum #1. Page is replaced in its entirety. Proposals are due on March 25, 2010 at 10:00 A.M.

3. Paragraph 2 .5 also gives 2 deadlines dates for receiving proposer inquiries: March 4, 2010 and March 11, 2010. Please confirm which is the correct date.

-Refer to addendum #1.

4. Paragraph 3 .13, page 9. Our product requires a subscription license. Is the RSD able/willing to include that license as part of the program contract?

-If licenses are not a part of the program contract include pricing and we will consider.

5. How many students and in what grades will be rostered in the selected assessment system? In how many schools will the system be used?

- The student population has not been finalized, but the best range is 7,000-9000 students. All students in 3rd to 11th grade will be tested in approximately 21 schools.

6. In Attachment I, Scope of Services there is a requirement listed on page 14 for "at least 8 district-wide tests per year" in Math, ELA, Science, and Social Studies for grades 3-11. Does this mean the RSD wants 8 tests per content area per grade for a total of 288 separate tests?

- Yes, the requirement is for 8 tests including pre/post tests for Math, ELA, Science and Social Studies totaling 288 tests. The pre and post should be similar in content and standards, but not the exact same test. Items are to be aligned with the state assessments.

7. Also on page 14 there is a requirement that the system "provide an item bank that contains items appropriate for students taking the LAA2 assessment." Is this to be part of the larger item bank or a separate item bank?

- It could very well be a part of the larger item bank; however, if included in the larger bank the items need to be easily tagged perhaps by sub-labeling and/or indicating level of difficulty. Otherwise, a separate item bank will be needed.

8. On page 15 there is a requirement that the system include "the ability for the district to create study guides." Does the RSD already have content that will be used for these purposes?

- This capability is a preference. The district currently does not have pre-prepared content outside of the Grade Level Expectations to post or to add to the benchmarking system. However, we would like to have the option to create study guides and have them accessible through the system. These study guides must contain the objectives and brief description for use by the student learner in a user-friendly language, examples if needed.

9. Please clarify what is meant on page 15 by "capability to import adopted textbook resources."

- The district often utilizes adopted textbook resources such as Exam View and other generators. We have the capability to create tests using these resources. We need to be able to import an entire test or bank of items from the textbook resources into a system. In the past, we have been limited to just copying one question at a time and have experienced difficulty importing large prints, pictures, graphics, standard symbols or text.

10. Also on page 15 there is a requirement that the system have the capability to "send parent notifications regarding student performance." Does the RSD want those sent via email, through a portal, or in some other manner. Please clarify this requirement.

-Through a portal or email is acceptable, with the capabilities of printing hard copies to be mailed or hand delivered. Parent communiqué also needs to contain parent friendly language that can explain to parents about their child progress or lack of progress.

11. Additionally, page 15 includes the requirement that the system provide "an online assessment comprised of fixed series of questions." How does this differ from the pre/post-tests, diagnostic assessments, and benchmark assessments, and classroom assessments listed elsewhere in the Scope of Services?

- There is no difference just an online option.

12. Pages 17 and 18 outline a number of psychometric requirements for the pre/post tests and the diagnostic assessments. Please define the weight these items will be given in the evaluation and scoring of the proposals.

- The weights are covered under the Functional and Technical requirements with a weight of 15 points.

13. Page 18 includes the requirements for diagnostic assessments for special education students. Please provide more information. Is the vendor to build these or will RSD teachers? If the vendor, how many tests are required? How many items should each assessment include?

-We need the capability to be able to differentiate instruction through assessment. In other words, we need tests that assess the same Grade Level Expectations (GLEs), but a range of questions that vary in difficulty. The designated district personnel and/or teachers will create these test.

14. On page 19 under Professional Services there is a description of test creation services. When would the first tests be due to the RSD? Would those be the benchmark, pre-/post-tests, or the diagnostic tests?

- All tests are due Summer 2010.

15. On page 22 there is a listing of the number of items to be included in the item bank. Do those numbers of items apply to just the district level bank or to all required item banks? Does it include the number of items that will be used to create the various assessments described in the RFP?

-The minimum will be just the district level. However, the teachers should be given a separate bank of items to utilize for classroom assessments with a generous amount of items from which to select.

16. Please provide more information about the "additional banks of items for ELA and Math tests described in the ninth bullet on page 22. Are these items in addition to those to be used to build the benchmark tests? Questions provided must be specific to format of state test for each GLE standard.

- There is no separate bank of items.

17. Please explain how the "annual cycle of benchmark tests (3 units)" described in the ninth bullet on page 22 relates to the 8 forms of benchmark tests that are described elsewhere in the RFP.

-Questions provided must be specific to format of state test for each GLE standard.
There is no separate bank of items.

18. What percent of students are expected to take the benchmark tests on paper and what percent will take them online?

-We need to have online and paper/pencil capabilities. Options need to be available at all times for all assessment.

19. Attachment II, Item 5 .2, page 27 gives vendors the opportunity to "discuss and suggested revisions to non-mandatory terms and conditions from Attachment IV (sic), Service Contract." Please define which of the terms and conditions outlined therein are non-mandatory.

- The reference made to the attachment in 5.2, page 27, is in error, it should have stated Attachment V not Attachment IV and should read as follows:

If the proposer cannot comply with any of the contract terms, an explanation of each exception must be supplied. The proposer must address the specific language in Section V and submit whatever exceptions or exact contract modifications that their firm may seek to the sample contract. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

20. What are the "resources" listed in the first line in Attachment IV?

-Some resources may include lesson plans, study guides, diagnostic prescriptions for students, researched-based strategies or techniques.

21. How do the second and fourth lines in Attachment IV, "Benchmark Assessment System with All Item Banks" differ?

- There is no difference, inadvertently repeated.

22. Is line 3 in Attachment IV intended to differ from line 1 because it does not include "resources?"

-Yes, pricing may vary due to options and capabilities.

23. How many years of pricing should be provided? How should prices for any years beyond the first year be presented?

- All pricing should be presented over a three year span, dividing the cost over three years.

24. On page 6 of the RFP, the Calendar of Events lists two deadlines for submitting proposer inquiries (March 4 and March 11). Could you please clarify the difference between the two deadlines?

-Refer to addendum #1

25. Section 2.1 Expected Time Period for Contract on page 4 states, "The State has the right to contract for up to three years upon approval." Is this RFP for an initial one-year contract with two one-year renewal options, or for an initial one-year contract with one two-year renewal option?

-The RFP is for an initial one year contract with two one-year renewal options. After the end of the first year services we have the option to review and recommend renewal.

26. Section 5 .3 Evaluation and Review indicates on page 12 that one of the evaluation criteria is the Hudson Initiative. Where can we find information about the Hudson Initiative, and does this RFP have a minimum goal for meeting the initiative?

- <http://www.louisianaeconomicdevelopment.com/opportunities/incentives--programs/hudson-initiative.aspx>
- The State's goal is to expend \$94,200,000.00 on the Hudson Initiative.

27. For pricing purposes, how many student testers does RSD anticipate in Year 1 of the contract?

-The numbers are not certain yet; however the best estimate is as follows:

3rd grade: 550
4th grade: 1040
5th grade: 580
6th grade: 610
7th grade: 475
8th grade: 990
9th grade: 900
10th grade: 830
11th grade: 790

Range: 7,000-9,000

28. Will the RSD allow for a staggered delivery of five assessment items for each GLE in the areas of Math, ELA, Science, and Social Studies over the life of the contract or must all assessment items be available on July 1, 2010?

-We need all assessments by Summer 2010.